DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. c1103
Page 1 of 1

Agency

Carroll County Public Schools (CCPS)

Division/Unit
Budget and Grants Division

Carroll County Public Schools (CCPS) Budget and Grants Division					
Descript	ion	Retention			
Commissioners of Carroll County	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.				
category transfers, allocations to c categories, restricted fund carry-fo	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.				
budgets, non-recurring costs and o	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.				
award, approval of grant change so MSDE financial reports, CCPS fin	Retain in office 1 year after grant end date or submission of all grant reports (whichever is later); move to offsite storage for an additional 6 years or 1 year after audit requirements are met, whichever is later, then destroy.				
Representative. 1/29/10 Stephen Guthrie	Schedule Authorized by Sta Date I work Signature Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance Lance				
	Budget Approvals Carroll County Board of Education Commissioners of Carroll County budget amendments, and budget to Internal Budget Transfers Documentation of internal budget category transfers, allocations to categories, restricted fund carry-forestablished by transfer from restrict MSDE Budget Reports MSDE budgetary reports including budgets, non-recurring costs and correquired and any supporting documents Received Files Individual Grant Files — include any award, approval of grant changes MSDE financial reports, CCPS fir interim and final programmatic resurring and final programmatic resurring costs.	Description Budget Approvals Carroll County Board of Education and Board of Commissioners of Carroll County approvals of budgets, budget amendments, and budget transfers. Internal Budget Transfers Documentation of internal budget transfers including within category transfers, allocations to cost centers within categories, restricted fund carry-forwards and small grants established by transfer from restricted budget pools. MSDE Budget Reports MSDE budgetary reports including annual reports on budgets, non-recurring costs and others which may be required and any supporting documentation. Grants Received Files Individual Grant Files – include application, notices of grant award, approval of grant change submissions, copies of MSDE financial reports, CCPS financial system reports, interim and final programmatic reports. Schedule Authorized by States and the state of the s			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Administrative Services		SION	AGENCY RECORDS INVENTORY PAGE1 OF4 3. Unit Budget & Grants			
DEFINITION: RECORD SERIES: A group of related records normally filed and u purposes. 4. Record Series Title Grants Received Files 6. Record Series Description (Briefly describe the types of information/documents				5. Earliest Year/Latest Year2002 to2009			
series.) Notices of grant award, including approvals of any grant amendments, and reports to grantors.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		☐ Alphabetica	d	Number			
☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk			cal	☐ Microfil	e Drawer(s) crofilm Reel(s) mputer Tepe(s)		
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Cther (specify)	Geographical Other (specify)			1 Number			
				☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_Banker Boxes			
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☑ Annually			12. File Becomes Inactive After7 Number				
13. Current Location(s) (Bidg., Floor, Room) Budget Office; Kessier Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16: Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent Records retained for 7 years.				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention Retain for 2 years in the Finance office. Transfer to Kessler storage facility for an additional five years, then destroy.				
19. Name and Title of Preparer		20. Telephone Number		21. Date			
Andrew C. Sexton, CPA		410-751-3083		January	, 22, 2010		
Supervisor of Budget and Grants							

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			BVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2					
	Jessup, Maryland 20794				PAGE2 OF4	
Department/Agency	410-799-1930 2. Division				3. Unit	
Carroll County Public Schools	Ì	strative Servic	CAR		Budget & Grants	
•						
DEFINITION: RECORD SERIES: A group of related records normally filed and used a			and used as a	unit for ref	prence as well as retention and disposition	
purposes.						
4. Record Series Title Budget Approvals			5. Earliest Year/Latest Year			
buugat Appiovais			2002 to2009			
6. Record Series Description (Briefly describe the ty	pes of info	ormation/docu	ments/forms f	ound in the	series. Include the purpose or function of the	
series.)						
Approvals of budgets, budget amendme	ents, and	d budget tra	ansfers by t	he Board	s of Education and County	
Commissioners.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	łume	
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13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)			
Budget Office; Kessler Building			Yes 🖾 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No			Day Soul Board Burn			
None C				☐ None ☑ State ☑ Federal ☑ Independent		
47 to an larger Custom used 16 co. and also had 5			Records retained for 7 years.			
Tes			18. Recommended Retention			
	i i		Retain for 2 years in the Finance office. Transfer to			
				r storage facility for an additional five years, then		
40 N	destroy.					
19. Name and Title of Preparer Andrew C. Sexton, CPA	20. Telephone Number		21. Date			
Supervisor of Budget and Grants	410-751-3083		103	January	22, 2010	

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	Jessup, Maryland 20794				PAGE3 OF4		
Department/Agency	2. Division				3. Unit		
Carroli County Public Schools	Administ	trative Servic	:08		Budget & Grants		
DEFINITION: RECORD SERIES: A group of related records normally filed and u				unit for ref	erence as well as retention and disposition		
purposes. 4. Record Series Title			5. Earliest Year/Latest Year				
Internal Budget Transfers			_2002 to2009				
Record Series Description (Briefly describe the ty series.)	pes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the		
Authorization and documentation of into	ernal hu	daet transf	ere includio	a within	category transfers, allocations to cost		
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budget tools. 7. Record Series Format(s) List all	1	8. Record Serie	n Saguanaa	9. Volume			
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☐ Dally ☐ Weekly ☐ Monthly ☒ Annu	ually		Number Month(s) Vear(s)				
13. Current Location(s) (Bldg., Floor, Room) Budget Office; Kessler Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
				ES 100			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements				
			☐ None 🔯 State 🔯 Federal 🔯 Independent				
			Records retained for 7 years				
17. Is an Index System used? If yes, explain briefly and describe requirements			Records retained for 7 years. 18. Recommended Retention				
☐ Yes Xi No			Retain for 2 years in the Finance office. Transfer to				
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Andrew C. Sexton, CPA	410-751-3083			January 22, 2010			
Supervisor of Budget and Grants	i						

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Carroll County Public Schools	Adminis	trative Servic	es		Budget & Grants		
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4. Record Series Title			5. Earliest Year/Latest Year				
MSDE (MD State Dept. of Education) Budget Re	ports			2002 to2009			
6. Record Series Description (Briefly describe the ty	pes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the		
series.)					j		
Budgetary reports to MSDE including:	annual s	ubmission	of budget a	pproval	by Board of Education and County		
Commissioners, non-recurring costs, a	and certif	ication of n	naintenance	e of effor	t, with supporting documentation.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		☐ Alphabetica	ai	Number	1umber		
Legal Size Computer Tape	Numerical Numerical				☐ File Drawer(s) ☐ Microfilm Reel(s)		
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Budget Office; Kessler Building			☑ Yes ☐ No Reports Reports filed with MSDE				
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🛛 No			□ None	MiStete M	Federal M Independent		
			None ⊠ State ⊠ Federal ⊠ Independent Records retained for 7 years.				
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Supervisor of Budget and Grants				I			